

## Behavior Response option replaces Restraint and Seclusion custom tab

In Release E.1422, IC customized the Behavior Management tool and populated the behavior response types.

These customizations allow schools and districts to capture Restraint and Seclusion documentation using the new Behavior Response option.

By mid-July, KDE will provide set-up instructions and will update the [Behavior data standards](#) to include use of the Behavior Response option for

documenting Restraint and Seclusion events.

The KSIS beginning of year training scheduled for July 23-24 will cover using the Behavior Response option.

You should direct questions regarding use of the IC Behavior Management tool to Windy Newton by [email](#) and direct questions regarding policy to Gretta Hylton by [email](#).

## Critical processes for food service and IC data synchronization

It is critical that each district de-activates the import process for SY 2013-14 prior to July 1; failure to do so may corrupt your district's meal status data in IC.

For more information, visit the Division of School and Community Nutrition's [\(SCN\) Technical Reference Web page](#).

Once the POS system has rolled over for SY 2014-15, districts can update the school year in the data import mapping to SY 2014-15, and then reactivate the data synchronization.

The [IC and POS - Data Synchroniza-](#)

[tion for SY 14-15 document](#) includes a checklist on page 10 to assist as you move into SY 2014-15.

The checklist identifies key areas to review for the beginning of the school year as well as checks throughout the school year.

Districts that are newly participating in the Community Eligibility Provision will find special information on setup for data synchronization (both partial and full CEP) [here](#).

If you have any questions about meal status data, contact Brad Blunt by [email](#).

## Clarification on Intervention plans for SY 2014-15

The KY ILP is a legislated, required annual process for all students in grades 6 and up.

The new IC Intervention tab is required for use in some situations as detailed in the [June KSIS and More newsletter](#). Schools that use the new IC Intervention tab to create student intervention plans do not need to duplicate those plans in the KY ILP.

## K-Screen implementation

By July 11, schools should enroll incoming kindergartners and assign each to a teacher in IC. The initial data pull into the Brigance Online Management System (OMS) requires data entry by this date. To aid with the process of populating the OMS with accurate class and student information, KDE is asking districts to assign students to a teacher and to only one of the following state course codes.

- 703001 Elementary Homeroom
- 701010 Primary Self-Contained
- 600117 Self-Contained Emotional/Behavioral Disability (EBD) -Life Skills
- 600101 Self-Contained Functional/Mental Disability (FMD)

As a reminder, administration of the common kindergarten screen must occur no earlier than 15 calendar days prior to the start of school and no later than the 30<sup>th</sup> instructional day. Districts have 30 calendar days after the 30<sup>th</sup> instructional day to enter data into the OMS. OMS will report null for any data not entered into the OMS for that district.

If you have additional questions, please contact Melody Cooper by [email](#).

# New Course Master for KTS project

The new KTS Course Master has been loaded into all district databases; however, only participating technical schools and high schools designated to pilot the Kentucky Technical Systems Data Exchange project should use it. Schools in this pilot have already been notified. Districts

not participating in the pilot project should not use the KTS Course Catalog. (In order to make the KTS Course Master available for the participating schools, it had to be loaded in districts statewide.)

PATH: System Administration > Resources > School

## eTranscript improvements to the student ordering process

Parchment has streamlined the interface and workflow to make it even easier for students to place their eTranscript requests and track the release and delivery progress.

[Watch this tutorial](#) to see the student's ordering process from beginning to end.

Don't forget about the handouts and resources available for school counselors and administrators in the [Toolkit](#);

Parchment has updated all to illustrate this new student experience.

To learn more about how parents can create and use a parent account, [visit Support](#).

For an overview of the school and district use of Parchment for your alumni transcript ordering process, click [here](#).

## Upcoming KSIS training opportunities

**Mastering the fundamentals of Campus (Course Number CCR4100):** Register online at [ICU](#). For more information, please contact [Lisa Rhoton](#).

When: Monday, July 7 – Friday July 11

Where: Ft. Thomas School District, Highlands High School, 2400 Memorial Parkway, Fort Thomas, KY 41075

**Fundamentals of Campus database (Course Number CCR4230)**

Register online at [ICU](#). For more information, please contact [Lisa Rhoton](#).

When: Tuesday, July 22 – Thursday July 24

Where: Capital Plaza Tower, 20th Floor Computer Lab, 500 Mero Street, Frankfort, KY 40601

**Beginning of year (BoY) training for SY 2014-15**

Register online [here](#). For more information, please contact [Linda Burton](#).

When: Wednesday, July 23 – Thursday July 24

Where: Capital Plaza Tower, State Board Room (CPT 125), 500 Mero Street, Frankfort, KY 40601

## Always use Staff Locator before adding a new staff member

You should always use Staff Locator before adding a new staff member. Failure to take this step may result in duplicate records and inability to access CI-ITS. If a staff record for the person exists in another district, do not use "Create New District Staff." Refer [here](#) for the steps.

## Preschool entry-age change

Effective July 15, 2014, a new minimum age requirement for at-risk (150% of poverty), state-funded preschool students requires that the child turns four on or before Aug. 1 instead of Oct. 1. For more information, see page two of the [June KSIS & More newsletter](#). If you have any questions, contact Bill Buchanan by [email](#), Annie Rooney French by [email](#) or call 502-564-7056.

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### Office of Knowledge, Information and Data Services (KIDS) – Division of Enterprise Data

David Couch, Associate Commissioner – DeDe Conner, Director – Linda Burton, Assistant Director  
Regina Barrett – Lynn Botula-Griffith – Raymond Carter – Tanya Fluke – Nick Gustin – Maritta Horne  
Becky Jenkins – Franki Jenkins – Candy Johnson – Lisa Keeter – Lisa McKinney – Lyndsey Robinson

### ARE YOU SOCIALLY CONNECTED TO KDE?



KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page [here](#) or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."

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Do you have comments or suggestions for the newsletter? Please contact [linda.burton@education.ky.gov](mailto:linda.burton@education.ky.gov).

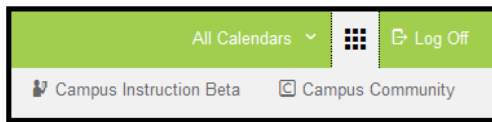
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# New Campus Instruction Module available to all IC users

IC provided the summary below to describe highlights of the new Instruction module. To read the full release notification on Grade Book (Beta) and Instruction replacement, including the timeline of changes and links to the current documentation, please click [here](#):

Campus Instruction (Beta) is now available to all users. With the E.1418 release, all teachers received a notification in their Process Inbox describing Campus Instruction. IC administrators should note that **before teachers can select Campus Instruction from the app switcher, you must grant Tool Rights. See [Admin Welcome on Campus Community](#) for details.**

*Note: A Campus ID is required to access the Campus Community. End-users can create their free Campus ID and access Campus Community through the app switcher of the Campus application.*



Campus Instruction is a suite of educational tools that includes:

- **Grade Book** -- Everything teachers need for grading and reporting is now found available in Campus Instruction; teachers create assignments, attach files for student download, receive student submissions online, grade those assignments and give immediate feedback visible to students and guardians on the Portal.
- **Planner** -- Teachers create and change upcoming assignments in a calendar format directly linked to the student Portal. Teachers can also quickly view other teachers' schedules to facilitate collaboration.

- **Seating Charts** -- Easy drag-and-drop setup allows teachers to mirror a classroom's physical setup when creating their seating charts.
- **Student Groups** -- Teachers can group students for projects or for differentiated instruction and create assignments just for those students.

Campus Instruction (Beta) includes an enhanced version of the current Grade Book (Beta). Therefore, the current Grade Book (Beta) will be incorporated into Campus Instruction with the 1426 Release planned for July 9. **No data will be lost.**

Campus Instruction (Beta) and the original Instruction module will run in parallel for a year to give districts an opportunity to adopt the new tools on a teacher-by-teacher basis in their own time. Then the Campus Instruction (Beta) application will replace the existing Instruction module. **It is important to schedule time for teacher training on transitioning to the new Instruction module replacement.**

The following WebEX trainings are available for Campus Instruction at [icu.infinitecampus.com](http://icu.infinitecampus.com).

[Part 1 – LL5296 Teacher Tools Tuesday – New Campus Instruction](#) ( 59 min) (recorded)

Part 2 – LL5276 Teacher Tools Tuesday – New Campus Instruction - July 22 8:30 AM Central or 2:30 PM Central (live)

Part 3 – LL 5286 Teacher Tools Tuesday – New Campus Instruction - August 19 8:30 AM Central or 2:30 PM Central (live)

[IN 2346: Using the New Campus Instruction-20140617 1521-1](#) (1 hr 46 min) (This is a recorded session that provides a complete overview, incorporating key information from Parts 1, 2 and 3.)

If you have any questions, please contact Lisa Rhoton by [email](#)

**KSIS & More** Continues on Page 4



# CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

## CIITS and IC data reminders

### *E-Mail address*

CIITS users should have a valid "kyschools.us" e-mail address in the primary e-mail field in IC. A user's e-mail address is the CIITS login username and it controls access to CIITS. Do not enter the staff member's e-mail address in the primary e-mail address field of other person records (e.g., child's person record). If staff enters a staff e-mail address into the primary e-mail address field in IC for more than one person record, it will cause CIITS access issues.

### *District employment/assignment records*

All staff needing access to CIITS must have an active district employment record, an active district assignment record, and a valid "kyschools.us" e-mail address entered in IC. In addition, principals and superintendents must be set up so that their e-mail address on the Demographics tab matches the e-mail address entered on the District Information tab (for superintendents) and the School tab (for principals).

For detailed information on setting up CIITS users and assigning permissions, see the [Assigning CIITS Roles & Permissions in Infinite Campus training guide](#).

Please be sure to set up new employees and to end date staff leaving your school or district.

### *Section number*

The section number of a course in IC must be unique; otherwise, it will look like two teachers are the primary teacher for the same section and will cause problems in CIITS. KSIS administrators must assign a unique section number for each course section. Failure to assign a unique section number will prevent teachers from viewing their

students for each course and section in CIITS.

### *Course number*

System administrators must align each course to a valid state course code in IC so it will be included in CIITS.

### *Calendar*

Schools may have multiple calendars in IC; however, each school calendar must have a unique schedule structure name. For example, if a school has two calendars, the schedule structure name should not be "Main" for both calendars. Teachers will not be able to see students in their courses/sections in CIITS if two or more calendars within a school have the same schedule structure name.

### *Contributing professionals*

CIITS allows only one contributing professional per course/section. If a course/section has more than one contributing professional, the first teacher or section staff listed on the Staff History tab on the section will be selected as the contributing professional in CIITS and other contributing professionals will not be able to view classroom data in CIITS.

### *Roster*

A student must have a primary enrollment and a schedule in IC to be searchable in CIITS. If the student is enrolled but is not on a roster in a section in IC then the student will not be searchable in CIITS.

### *State excluded enrollments not in CIITS*

Primary enrollments with the State Exclude box marked will not be extracted from IC and will not be displayed in CIITS.

## Release 16.0 highlights

Version 16.0 is scheduled for release in the CIITS production environment on the evening of July 7. See highlights in this release below.

### **Instructional Management Suite (IMS)**

- Enhanced password security features including account lockout options, password complexity options, and other password configuration options
- Additional password requirements

will be implemented in late summer/early fall. More information will be forthcoming.

### **Educator Development Suite (EDS)**

- Enhanced Observation tool -- ability to share specific pieces of evidence and align items to components of a domain, and ability to add artifacts to observations to share at a later time
- Peer Observations -- ability for an individual acting as a peer observer

to schedule observations, and for the principal to track/monitor the peer observations within the school without being able to see the actual details of the peer observation

- Adapted Professional Growth Plan
- Adapted Caseload Manager
- Addition of Principal Professional Growth and Effectiveness System (PPGES)

KDE will provide additional information as it becomes available.



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## New password requirements coming soon

Enhanced password security will be implemented in late summer/early fall. More information will be forthcoming.

## COMPASS and KYOTE data available

2013 COMPASS, and 2012 and 2013 KYOTE assessment data are now available in CIITS. To view the assessment results, go to School & District Data > Pre-Formatted Reports > Standardized Assessment Performance, or click on the Standardized Assessment tab on the Student Profile.

## School year rollover complete

The CIITS new school year rollover is complete and the system now reflects SY 2014-15 data. As a result, all Key Performance Indicators (KPIs) will reflect data for currently enrolled students only. Since some districts may not have any enrolled students, it is common for the KPIs to display zero students. More information about the school year rollover, searching for students and viewing data from previous years is available in the CIITS New School Year Resource Guide available [here](#).